

## AKWG Recurring Suspense Dates

Monthly	(Yellow Highlight Denotes Sq/CC Suspense)	Due Date	cao 21 Jan 2022
	Aircraft	3	Eservices-Sq/CC
	Vehicle	3	Eservices-Sq/CC
	sUAS	25	eMail to NHQ/DOU-AKWG/DOU
	Safety	25	Eservices-Sq/CC
<b>January</b>			
	Commanders SUI Worksheets & Supporting Docs	31	IG Tab/Documentation-Sq/CC
	Wing Dir CI worksheet & supporting Docs	31	IG Tab/Documentation-
	NEW Social Media Accounts	10	AKWG/IT-Update to Nat Hq
	Chaplin/CDI Activities Report (Jul-Dec)	2	AKWG/HC & CDIs - PCR/HC eServices
	Review AKWG SUP/OI/Best Practice Memos	15	AKWG/COS & AKWG/Admin Officer
	Wing Aerospace Ed Plan of Action	10	AKWG/AE-PCR
	Wing Aerospace Ed Activity Report	10	AKWG/AE-PCR
	Sq of Merit Wing Nomination	10	Sq/CC-AKWG/CC
	Sq of Distinction Wing Nomination	10	Sq/CC-AKWG/CC-PCR/CC
	Legislative Day Cadet Representative Nominations	10	Sq/CC-AKWG/CC
	Personnel Authorization-Staff	25	Eservices-AKWG/DP
	Personnel Authorization-Committee	25	Eservices-AKWG/DP
<b>February</b>			
	Annual Awards Nomination (Of the Year) PCR	1	AKWG/DP-PCR/DP
	NCSA Green Light Cadet Nominations	10	Sq/CC-AKWG/CC
	Annual Safety Day/ORM Briefing	23	eService/SIRS-AKWG/SE
	Annual Public Plan of Action	23	AKWG/PAO-PCR/PAO
	Wing Crisis Communication Plan	23	AKWG/PAO-PCR/PAO
<b>March</b>			
	Annual Non-Discrimination	25	Eservices/SIRS-AKWG/COS
	Wing Annual Communication Plan	26	AKWG/DC-PCR/DC
<b>April</b>			
	Annual Historian Report CAPP5	25	AKWG/HO-PCR/HO
<b>May</b>			
	Vehicle Oil Change	15	Eservices-ORMS-Sq/Transportation Officer
<b>July</b>			
	Chaplain/CDI Activities Report (Jan-Jun)	2	AKWG/HC & CDIs - PCR/HC eServices
	Wing Operations Training Plan	10	Eservices-AKWG/DO
	Wing Dir CI worksheet & supporting Docs	31	IG Tab/Documentation-
<b>August</b>			
	Annual Awards Nomination (Of the Year) AK	25	Sq/CC-AKWG Awards Committee-AKWG/CC
	ESA/MSA/Region Comm Submissions	25	Sq/CC-AKWG Awards Committee-AKWG/CC
<b>September</b>			
	Appoint Cadet Advisory Council Reps	10	Eservices/Duty Assignment-Sq/CC
	Finance Authorization CAPF 172	20	Wing Administrator-AKWG/FM-Sq/CC
	Unit Budget for Next Fiscal Year	27	Wing Administrator-AKWG/FM-Sq/CC
<b>October</b>			
	Contributed Facilities and Utilities CAPF 174	10	Eservices-Sq/CC
	Commander's Financial Disclosure CAPF 171	10	Eservices-Sq/CC
	Vehicle Oil Change	15	Eservices-ORMS-Sq/Transportation Officer
	Inventory-Aircraft	31	Eservices-ORMS-AKWG/DO-Sq/CC
	Inventory-Vehicle	31	Eservices-ORMS-Sq/CC
	Inventory-Communication	31	Eservices-ORMS-Sq/CC
	Inventory-Supplies/Equipment	31	Eservices-ORMS-Sq/CC
	Inventory-Real Property	31	Eservices-ORMS-Sq/CC
	Upload Real Property Documents	31	Eservices-ORMS-Sq/CC
	Unit Aerospace Ed Activity Report	31	Eservices-SQ/CC-AKWG/AE
<b>November</b>			
	Wing Annual Inventory (Acft/Veh/Com/Sup/RP)	15	AKWG/LG-PCR
	Annual SMS Review	15	PCR/SE by the 30 NOV 2020
	Core Values for Senior Members CAPP 80-3	25	Sq/CC Report to AKWG/COS
<b>December</b>			
	Unit Commander OTY Award CAPF120	10	AKWG/CC-PCR/DP
	Wing Annual SUI Plan of Action	10	AKWG IG - PCR/IG
<b>*ON HOLD*</b>	Annual Safety Survey	20	Eservices/SMS/Annual Survey-AKWG/SE
	Congressional Report For Legislative Day	20	Eservices/Government Relations-AKWG/LL
	Wing Aerospace Ed Activity Report	31	AKWG/AE-PCR